



ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall
Room 106A
Little Rock, Arkansas 72201-1019
501-682-2744

POSITION VACANCY ANNOUNCEMENT

August 6, 2015

Closing Date: August 12, 2015

(Position will close after five working days from date of listing or until filled.
Application review will begin on August 13, 2015).

Title: ADE APSCN DIVISION MANAGER

Position Number: 2207-9688

Grade: C126

Data Quality and Management

DUTIES:

Typical Functions: Manage and maintain the state's electronic transcript system, studentGPS dashboards, student intervention system and ADE online forms system. Supervise employees; provide support to end-users and trainings as necessary. **General Office Duties:** Provide quality phone and email support to end-users regarding ADE's student data systems; prepare training materials and conduct on-site trainings; and support users of these systems. **Special Assignments and Projects:** Conduct on-site and web-based trainings for end-users; facilitate stakeholder engagement sessions and solicit feedback from those stakeholders; coordinate meetings between divisions of ADE and developers when needing to develop new online forms or resources, or edit those which already exist.

SPECIAL REQUIREMENTS:

Successful applicant seeking this position will possess knowledge and ability to operate personal computer and standard office equipment; must be detail-oriented. Candidate must be proficient in Microsoft programs Word, Excel, Access, Outlook and PowerPoint. Applicant must have the ability to conduct research, as well as prepare and present comprehensive written and oral reports; experience in training end-users; experience with data-driven instruction tools and student electronic transcript systems.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a bachelor's degree in education, information technology, business administration, or a related field; plus six years of progressively responsible experience in public school administration, including three years in a supervisory or leadership capacity. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. Visit our website at ArkansasEd.gov or <http://www.arstatejobs.com>. To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.